

Nebraska Public Library
2010-2011 Nebraska Public Library Survey
Survey Submission Deadline: February 13th, 2012

1.0 General Data

1.1	Legal Name of Library	
1.2	Street Address	
1.3	Mailing Address	
1.4	City	
1.5	5-digit Zip code	
1.6	Zip+4 Code	
1.7	County	
1.8	Library Telephone Number (enter as 402-123-4567)	
1.9	Library Fax Number (enter as 308-123-4567)	
1.10	Web Address of Library (URL)	
1.11	Library Director's Email Address	
1.12	Regional Library System	
1.13	Local Population (2010 Census)	
1.14	Population of Legal Service Area	
1.15	Type of Board	
1.16	How often does the library board meet?	
1.17	Length of term (Years)	
1.18	Does the library have a Friends Group?	
1.19	Does the library have a Foundation?	

2.0 Library Facility

2.1	Number of branch libraries:	
2.2	Number of bookmobiles	
2.3	Year current library facility was built:	
2.4	Year of latest addition/major renovation	
2.5	Is this facility handicapped-accessible?	
2.6	Is the library board or foundation board currently working on a building plan or project?	
The following questions refer to outlet data and most of these fields cannot be altered. Questions 2.7-2.17 and 2.22-2.28 are locked; if you need to make a notation, do so using the State Notepad.		
2.7	FSCS ID	
2.8	LIB ID	
2.9	Name	
2.10	Street Address	
2.11	City	
2.12	Zip 1	
2.13	Zip 2	
2.14	County of the Outlet	
2.15	Phone	
2.16	Outlet Type Code	

2.17	Metropolitan Status Code	
2.18	Library Building(s) square footage	
2.19	Number of Bookmobiles in the Bookmobile Outlet Record	
2.20	Actual hours open for public service per year for each outlet, including central units, branches, and bookmobiles. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.	
2.21	Number of actual weeks per year each library outlet is open. For each bookmobile, count only the weeks during which the bookmobile is open to the public. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down	
2.22	Legal Basis Code	
2.23	Administrative Structure Code	
2.24	Geographic Code	
2.25	FSCS Public Library Definition	
2.26	Interlibrary Relationship Code	
2.27	Legal Service Area Boundary Change	
2.28	Number of Central Libraries	
Remove Group Add Group (2.7 to 2.28)		

3.0 Library Finance

3.1	Start date of Fiscal year	
3.2	End date of Fiscal year	

Revenue (Income)

Local Government Operating Revenue: This includes all local government funds, designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. If the city, township, or county, pays some of the library expenses directly (e.g., salaries, utilities, insurance, grounds maintenance, etc.) *on behalf* of the library, these amounts should be reported under the appropriate categories

3.3	City or Village Revenue		
Please list all Townships that <i>contribute funds to your library's operation</i>			
3.4	Township Name (if contributes funds for the library)		
3.5	Township Revenue Amount		
Please list all Counties that contribute funds to your library's operation			
3.6	County Name (if contributes funds for the library)		
3.7	County Revenue Amount		
3.8	Other Local Government Revenue - Description		
3.9	Other Local Government Revenue - Amount		
3.10	Total Local Government Revenue (3.3 + 3.5 + 3.7 + 3.9):		

State Government Revenue: These are all funds distributed to public libraries by Nebraska state government for expenditure by the public libraries. This does not include federal money distributed by the state. This does include funds received as Library State aid.

3.11	Library State Aid	
3.12	NLC Youth grant	
3.13	NLC Continuing Education/Training Grant	
3.14	Other State Government Revenue	
3.15	Total State Government Revenue (3.11 + 3.12 + 3.13 + 3.14):	

Federal Government Revenue: This includes all federal government funds distributed to public libraries, including federal money distributed by the Library Commission as Library Improvement grants.

3.16.	Federal Library Improvement Grant	
3.17	Other Federal grant source	
3.18	Other Federal grant amount	
3.19	Total Federal Government Revenue (3.16 + 3.18):	

Other Revenue: This is all operating revenue other than that reported under local, state, and federal operating revenue. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

3.20	Lender Compensation	
3.21	Regional Library System Grant(s)	
3.22	Other (specify source)	
3.23	Other Amount	
3.24	Total Other Revenue (3.20 + 3.21 + 3.23):	
3.25	Total Operating Revenue (3.10 + 3.15 + 3.19 + 3.24):	

Capital Revenue

Report all revenue to be used for major capital expenditures. **Include** funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) other one-time major projects. **Exclude** revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. **Exclude** income passed through to another agency (e.g., foundations), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

3.26	Local Government Capital Revenue	
3.27	State Government Capital Revenue	
3.28	Federal Government Capital Revenue	
3.29	Other Capital Revenue	
3.30	Total Capital Revenue (3.26 + 3.27 + 3.28 + 3.29)	

Non-resident Fees

3.31	Does the library charge a non-resident fee? (Do not include fees charged for NebrasKard)	
3.32	If yes, who is charged for service?	
	If yes, what is the annual fee?	
3.33	Individual	

3.34	Household	
3.35	Number of non-resident cards issued this year	

Expenditures

Operating Expenditures: Operating Expenditures: Report current and recurrent costs necessary to support library services. Significant costs, especially benefits and salaries that are paid by other taxing agencies (government agencies with the authority to levy taxes) *on behalf* of the library should be included. **Please do not report capital expenditures under this category.**

3.36	Salaries and Wages	
3.37	Employee Benefits (<i>including Social Security and FICA</i>)	
3.38	Total Staff Expenditures (3.36 + 3.37):	

Please indicate which of the following benefits listed are provided to the **library director**

3.39	Health Insurance	
3.40	Life Insurance	
3.41	Unemployment Compensation	
3.42	Sick Leave	
3.43	Vacation Leave	
3.44	Retirement Plan	
3.45	Family Leave	
3.46	Travel To Meetings, Conferences	
3.47	Professional Memberships (NLA, ALA, Etc.)	
3.48	Continuing Education Workshops	
3.49	Other (Please Specify)	

Collection Expenditures: This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

3.50	Library Materials in Print Format	
3.51	Library Materials in Electronic Format (including databases)	
3.52	Other Materials	
3.53	Total Collection Expenditures (3.50 + 3.51 + 3.52)	

Other Operating Expenditures

3.54	Facility	
3.55	Utilities	
3.56	Office supplies	
3.57	Postage	
3.58	Telephone	
3.59	Insurance	
3.60	Contracts-for-services	
3.61	Computer hardware and software (new question)	
3.62	Electronic access	
3.63	Continuing Education	
3.64	Miscellaneous	
3.65	Total Other Operating Expenditures (3.54 + 3.55 + 3.56 + 3.57 + 3.58 +	

	3.59 + 3.60 + 3.61 + 3.62 + 3.63 + 3.64):	
3.66	Total Operating Expenditures (3.38 + 3.53 + 3.65)	
3.67	Total Capital Expenditures	

4.0 Library Collections

Books (Print Format): REPORT ONLY BOOKS IN PRINT. DO NOT INCLUDE SERIAL BACK FILES IN PRINT.

4.1	Number books held at end of previous fiscal year	
4.2	Number added during year (+)	
4.3	Number withdrawn during year (-)	
4.4	Books held at end of current year (4.1 + 4.2 - 4.3):	

Electronic Books (E-Books): E-books are digital documents, licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report only items the library has selected as part of the collection and made accessible through the library's OPAC.

4.5	Number E-books held at end of previous fiscal year	
4.6	Number added during year (+)	
4.7	Number withdrawn during year (-)	
4.8	E-Books held at end of current year (4.5 + 4.6 - 4.7):	

Audio – Physical units: These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.9	Number audio physical units held at end of previous fiscal year	
4.10	Number added during year (+)	
4.11	Number withdrawn during year (-)	
4.12	Audio physical units held at end of current year (4.9 + 4.10 - 4.11):	

Audio – Downloadable titles: These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

4.13	Number audio downloadable titles held at end of previous fiscal year	
4.14	Number added during year (+)	
4.15	Number withdrawn during year (-)	
4.16	Audio downloadable titles held at end of current year (4.13 + 4.14 - 4.15):	

Video – Physical units: These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without

sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

4.17	Number video physical units held at end of previous fiscal year	
4.18	Number added during year (+)	
4.19	Number withdrawn during year (-)	
4.20	Video physical units held at end of current year (4.17 + 4.18 - 4.19):	

Video – Downloadable titles: These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

4.21	Number video downloadable titles held at end of previous fiscal year	
4.22	Number added during year (+)	
4.23	Number withdrawn during year (-)	
4.24	Video downloadable titles held at end of current year (4.21 + 4.22 - 4.23):	

Electronic Databases: Report the number of databases for which temporary or permanent access rights has been acquired.

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via the Internet. Include such services as EBSCO Host, WilsonWeb, FirstSearch, etc.

Report the number of database licenses. Each licensed database product is counted individually even if access to several licensed database products is supported through the same vendor interface (e.g., ProQuest, OCLC FirstSearch). If the library catalog is available electronically, this constitutes one (1) database.

4.25	Number databases held at end of previous fiscal year	
4.26	Number added during year (+)	
4.27	Number withdrawn during year (-)	
4.28	Databases held at end of current year (4.25+ 4.26 - 4.27):	

Print Serials Subscriptions: Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series

4.29	Number print serials subscriptions held at end of previous fiscal year	
4.30	Number added during year (+)	
4.31	Number withdrawn during year (-)	
4.32	Subscriptions held at end of current year (4.29 + 4.30 - 4.31):	

Other Materials: Include here other materials in the library's collection, not already counted. This could include pamphlets, framed art, sculpture, cake pans, patterns, or any other items the library circulates to the public.

4.33	Description of Other Materials	
4.34	Number held at end of previous fiscal year	
4.35	Number added during year (+)	

4.36	Number withdrawn during year (-)	
4.37	Other Materials held at end of current year (4.34 + 4.35 - 4.36):	

Total Collection:

4.38	Total materials held at end of previous fiscal year (4.1 + 4.5 + 4.9 + 4.13 + 4.17 + 4.21 + 4.25 + 4.29 + 4.34)	
4.39	Total materials added during year (4.2 + 4.6 + 4.10 + 4.14 + 4.18 + 4.22 + 4.26 + 4.30 + 4.35)	
4.40	Total materials withdrawn during year (4.3 + 4.7 + 4.11 + 4.15 + 4.19 + 4.23 + 4.27 + 4.31 + 4.36)	
4.41	Total materials held at end of current year (4.4 + 4.8 + 4.12 + 4.16 + 4.20 + 4.24 + 4.28 + 4.32 + 4.37):	

5.0 Library Services

5.1	Number of registered borrowers	
5.2	Annual Library Visits	
5.3	Annual Reference Transactions	
5.4	Annual Uses of Public Internet Computers	
5.5	Circulation of Adult Materials	
5.6	Circulation of Children's Materials	
5.7	Total annual circulation (5.5 + 5.6)	
5.8	Total library materials loaned to other libraries	
5.9	Total library materials borrowed from other libraries	
5.10	Number of NebraskaKard registrations issued in this fiscal year	
5.11	Normal Hours Open per Week	
5.12	Weeks	
5.13	Total annual hours open (5.11 x 5.12)	
5.14	Hours open per week in summer months (only if different)	
5.15	Weeks	
5.16	Total annual summer hours open (5.14 x 5.15)	
5.17	Total hours open per year (5.13 + 5.16)	

Children's Programs: A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: *Output Measures for Public Library Services to Children: A Manual of Standardized Procedures* (ALA, 1992) defines children as persons age 14 and under.

5.18	Number of Children's Programs	
5.19	Average attendance at Children's programs	
5.20	TOTAL Children's Program Attendance (5.18 x 5.19):	

Young Adult Programs: A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library

services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs (data element #600).

The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries*, August 1995, NCES 95357) and The Young Adult Library Services Association (YALSA) defines young adults as age 12-18.

5.21	Number of Young Adult Programs	
5.22	Average attendance at Young Adult programs	
5.23	TOTAL Young Adult Program Attendance (5.21 x 5.22):	
Adult Programs		
5.24	Number of Adult Programs	
5.25	Average Attendance at Adult programs	
5.26	TOTAL Adult Program Attendance (5.24 x 5.25):	
5.27	TOTAL Number of Library Programs (5.18 + 5.21 + 5.24)	
5.28	TOTAL Attendance at All Library Programs (5.20 + 5.23 + 5.26):	

6.0 Library Technology

6.1	Name of automation software/system	
6.2	Number of OPAC computers	
6.3	URL of OPAC if Web accessible	
6.4	Public Internet Access Provided?	
6.5	Number of Internet computers used by the public	
6.6	Name of Internet Filtering Software used (if applicable) <i>Please note: we are asking here about software used to block certain web sites from displaying, not anti-virus or anti-spyware programs.</i>	
6.7	Internet Service Provider	
6.8	Type of Primary Internet Connection.	
6.9	Wireless Internet access available for patrons?	
6.10	Maximum download speed of main Internet Connection	
6.11	Number of licensed databases funded locally	
6.12	Number of licensed databases funded by the Nebraska Library Commission	20
6.13	Number of licensed Databases funded through other cooperative arrangements (or consortia) within the state or region	
6.14	Total Licensed Databases (6.11 + 6.12 + 6.13)	

7.0 Staffing

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. **Please note: this is not a measure of individuals, but of Full-Time Equivalents (FTE).** To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs. **If you work 25 hours each week, your FTE would be $25 \div 40 = .625$.**

7.1	Total ALA-MLS (Librarians with master's degrees from an ALA-sponsored program) in Full-Time Equivalents		
7.2	Total Librarians (All persons with the title "librarian," including ALA-MLS librarians) in Full-Time Equivalents		
7.3	All Other Paid Staff in Full-Time Equivalents		
7.4	Total Paid Employees (7.2 + 7.3): in Full-Time Equivalents		
Please provide the following information about the director position for your library:			
7.5	Job Title		
7.6	Hourly Wage		
Volunteer Information			
7.7	Total number of volunteers		
7.8	Estimate the number of total volunteer hours per week		

8.0 Narrative Section

8.1	<p>The Nebraska Library Commission wants to know how your library is making a difference in your community. Please describe major successes and challenges from the past year. Include information about significant programs, people, services and events, and information. Thanks! <i>(Please note, there is a 4000 character limit within the State Note field.)</i></p>
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9.0 Certification

I hereby certify that the information in this report is accurate and complete to the best of my knowledge		
9.1	Name of Director or other authorized individual	
9.2	Title	
9.3	Date	

** Purple text means this is a required federal data element